



Administrative Policies and Procedures: 21.6

Subject: Library Administration and Supervision at DCS Facilities

Supersedes: DCS 21.6, 12/01/02

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

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Application

To Youth Development Center Superintendents, Principals, Educational Personnel, Librarians and other Employees as Appropriate

Authority: TCA 4-3-2603; 4-3-2606; 37-5-106

Policy

Each Youth Development Center shall make available to each student a library that meets all requirements stated in the Tennessee Department of Education's *Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools*.

Procedures

A. Selection of library materials

1. Supervisors, educators, principals, and librarians must select library materials to meet the educational, informational, and recreational needs that students express.

2. Appropriateness of library materials

These materials must;

- ◆ Include racial and ethnic interests;
- ◆ Be age-appropriate for the students;
- ◆ Be suited for various levels of competency.

B. Qualified supervision

Principals and DCS group home supervisors must ensure that their facilities have a qualified person to coordinate and supervise library services, either full-time or part-time.

C. Service provided**1. Needs-based acquisitions**

The library coordinator or supervisor must use and document a systematic approach to determine what library services are needed by the population and to acquire continuously materials that meet those needs.

2. Easy access of materials

The library coordinator or supervisor must:

- ◆ Logically organize the materials,
- ◆ Provide information services for locating facts as needed, and
- ◆ Provide a reader's advisory service.

3. Environmental design

The library coordinator or supervisor must ensure that library space is functional in design and appearance so that the atmosphere is congenial.

4. Promotion of use

The library coordinator or supervisor must promote the use of library materials.

5. Internet access

Content-filtered Internet access should be available for student use in all Youth Development Center libraries.

Forms

None

Collateral Documents

None

Standards

ACA 3-JTS-5E-02

DCS Practice Model Standard - 6-402